

## REGISTRATION AND ENROLLMENT: DEVELOPING A PORTFOLIO FOR CHILD CARE AND DEVELOPMENT

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The California Department of Education/Child Development Division-contracted child development programs require documentation to verify family and income status as well as work and school/training status of parents or other primary caregivers\*. If there is more than one parent or primary caregiver in the home, or more than one adult with some responsibility for the care and shelter of the children, then documents for that other adult must also be maintained.

**The following documents are important to collect and maintain in a safe place for easy reference and duplication when needed. Note that a number of items are relevant only when the child is under the custody of the parent.**

- ☐ Copy of each child's original birth certificate.  
*Verifies the relationship between parents and children and to verify family size.*
- ☐ Contact information for the employer: name and address of business, name of supervisor or manager, telephone number or e-mail address.  
*Used to contact the employer to verify employment and work schedule. Other methods may be used if contacting the employer would pose a risk to the parent or primary caregiver.*
- ☐ Copies of other documents verifying income sources and amounts. Examples:
  - Copies of SSI, unemployment, or Workers Compensation checks for a month or more
  - Copies of child support checks*Used to document types of income other than from employment.*
- ☐ Work schedules, if the parent or primary caregiver works variable schedules from week to week or month to month. The schedule may be from work or the parent or primary caregiver may develop a record of past schedules by marking a calendar.  
*Verifies the hours and days care is needed.*
- ☐ Copies of college or job training enrollment forms; transcripts or other grade/progress reports issued from the college or training institution; class or training schedules.  
*Verifies that the parent or primary caregiver's need for child care is due to participation in education or training.*

### **If the child is residing under the custody of the parent(s):**

- ☐ Copies of two to three months of pay stubs for each working parent in the family. The pay stubs should state gross and net income as well as the hours of work for the pay period if parent is paid by the hour. The dates on the pay stubs should be current. As new stubs are available, old ones may be discarded.  
*Verifies income for working parents.*
- ☐ Copies of business licenses, tax returns, business cards or ads, space rental agreements, business invoices and receipts. In some instances, client appointment lists may be required.  
*Verifies that an individual is self-employed, their income from the self-employment or business, and the hours of work.*

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\* Primary caregiver for the purposes of this document refers to relative caregivers, foster parents or legal guardians.

- ☐ Copies of legal separation or divorce papers, or rent receipts or rental agreements, utility bills, or other records that identify the head of household (applying parent or primary caregiver). The address on the records should match the address used by the parent to apply for care. Child support documentation or court orders may also be used to verify single parent status.

*Necessary when the applying parent indicates they are a single parent and head of household.*

**Information needed when enrolling a child in a child care and development program. Many of the same records or documents will be needed when children enroll in elementary school.**

- ☐ Copy of each child's original birth certificate with name, date of birth and gender.
- ☐ Parent or primary caregiver's contact information, including name, address and telephone numbers (e.g., home, work, school, and/or cell).
- ☐ Names and contact information of individuals who could be called in an emergency when parent or primary caregiver is unavailable.
- ☐ Physical form (provided by the child care and development program) with current TB clearance completed by a doctor. For your home records, keep forms from visits to pediatrician.
- ☐ Copy of each child's current Immunization Record (update annually).
- ☐ Any information about the child's food restrictions and allergies.
- ☐ Contact information, including the name, address and telephone number of the child's doctor, in case of emergency.
- ☐ Record of current medications, including the name of the doctor and instructions for providing the medications to the child.
- ☐ Rent receipts or utility bills to verify residence within a particular service area or school district.